

MEMORANDUM FOR: Director of Personnel

SUBJECT : Cost Savings

1. Greater utilization of category 3 reconditioned office equipment including: adding machines, calculators and typewriters. This would reduce the Agency initial investment in new equipment.

2. Require GSA guards to turn off office lights after conducting their security check.

3. Security checkers should turn off all lights after checking the individual offices as an energy saving (and money saving - if the Agency pays the utility bills) measure.

4. Insure an adequate supply of stick on address labels so that the envelopes can be reused.

5. Unused supplies and equipment should be returned to the supply room:

- a. File divider
- b. Several extra ash trays
- c. Large map mounted on hard board suitable for hanging
- d. Rolodex
- e. Mat to be placed under secretary's chair



Chief

Position Management and Compensation Division

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Approved For Release 2003/05/05 : CIA-RDP82-00357R000500090009-3

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